

**Scott Walker**  
Governor

**Jon E. Litscher**  
Secretary



**Office of Detention Facilities**  
819 North Sixth Street  
Room 128  
Milwaukee, WI 53203-1675  
Telephone: (414) 227-3997  
Facsimile: (414) 220-5232

## **State of Wisconsin Department of Corrections**

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June 8, 2017

Chief Richard Oliva  
Franklin Police Department  
9455 W. Loomis Road  
Franklin, WI 53132

**RE: 2017 Annual Inspection, Franklin Municipal Lockup**

Dear Chief Oliva:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statutes 301.37 (3). The 2017 annual inspection of the Franklin Municipal Lockup was conducted on June 2, 2017. This report summarizes the results of the annual inspection.

### **INSPECTION SUMMARY**

#### **Physical Environment 349.07**

The six cells, group holding room and adjacent booking area were inspected and continue to be found in excellent condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5) on a monthly basis. The interview rooms located in the lockup were also inspected and found to be in good condition.

#### **Sanitation and Hygiene 349.08**

The inmate hygiene supplies located at the facility were found to meet code standards. Similar to past years, all areas of the detention and booking area were found to be clean and well organized.

#### **Health Care 349.09**

The Franklin Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission

screens found that a health screening form continues to be completed on each individual being booked into the facility which is an excellent practice. Current Franklin procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by the shift commander.

There was some concern that officers were merely drawing lines down the check boxes for the health screening questions rather than checking the answer to each question. Please ensure that all staff completing the health screening form mark the answer to each question and not simply draw a line down the "yes" or "no" answer column.

### **Fire Safety 349.10**

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspections by the City of Franklin Fire Department were completed on 3/7/17 and 8/16/16, respectively. Evacuation routes are posted and fire protection equipment in place in the event of an emergency.

### **Records and Reporting 349.11**

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Franklin Municipal Lockup. Since the last annual inspection in 2016, there were no notifications to this office of an unusual occurrence within the lockup. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

### **Security 349.12**

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A review of completed booking sheets found that security checks are generally being completed and documented approximately [REDACTED] minutes. This is an excellent practice that exceeds the minimum requirements of the administrative code.

It was suggested that staff refrain from using "ditto" marks in the comments section when documenting their physical security checks, and write down what the detainee was doing at the time of the check, regardless of whether the behavior is the same as a previous check.

### **Detention of Juveniles 349.21**

Your Department has submitted policies and procedures as outlined in DOC 349.21 to hold juveniles. A spot review of the juvenile booking forms and files found that juveniles are being

kept separate from adults. The review also indicated that physical security checks are being completed approximately [REDACTED] minutes. However, there were some checks that were found to be beyond the 20 minute requirement. In large part, juvenile detainees continue to be held in the interview rooms and not in the cells where they are continuously monitored.

### **Approval**

The Franklin Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Sergeant William Van Zile for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector  
Office of Detention Facilities

Cc: Steve Olson, Mayor  
Sgt. William Van Zile  
Kristi Dietz, ODF Director  
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